

Job Information

Job title	Building/Plumbing Official 1		Job Code: BPLOF	Pay Grade: M
Title of immediate supervisor	Senior Building Official			
Department/Division	Building, Bylaw, Licensing & Legal Services/ Building Inspection & Bylaw			
Prepared by	N. Pallan			
Date Created	Aug 12, 2015	Revised date	April 17, 2023	

Job Purpose

Performs skilled office and field inspection work reviewing simple Part 9 buildings; administering the BC Building Code, Plumbing Code and enforcing municipal bylaws. Plans and documents examination and Building Permit processing for the construction, alteration and repair of buildings and for the field inspection of construction and plumbing during its progress to determine if the work being performed by contractors and consultants is in accordance with permitted construction and in compliance with the BC Building Code, BC Plumbing Code, municipal bylaws. Performs interpretation and procedures with a workload emphasis on single family residential buildings. Undertakes plumbing inspections.

Duties and Responsibilities

- Reviews Building and Plumbing Permit applications and documents for compliance with codes and bylaws, solicits corrections, evaluates stated construction values and assigns fees, and prepares permits for issue.
- Assigns conditions of permit approval using pre-established conditions and drafts other site specific conditions of approval.
- Conducts building and plumbing field inspections of residential building construction, including inspections of fireplaces, chimneys and wood burning appliances, fire suppression and irrigation system associated backflow prevention to ensure compliance with relevant regulations;
- Responds to inquiries and complaints and conducts field investigations on violations; attempts to gain voluntary compliance to codes and bylaws through notices and letters as required.
- Liaises with owners, contractors, energy advisors, building designers, design professionals, developers, the public, governmental agencies, and other municipal departments, and explains technical aspects of the Building Code, building and zoning bylaws and procedures, and provides assistance related to problem solving.
- Answers questions relating to codes, bylaws, and municipal procedures, providing service, assistance and problem-solving to the public, contractors, and professionals.
- Provides advice to owners and designers regarding board of variance applications and associated regulatory processes. Liaises with other staff, reviews applications to the board, attends board of variance meetings as required and provides assistance to the board regarding technical issues concerning Building Code, Plumbing Code, zoning and building bylaws.
- Assists in the development of departmental policy, processes and procedures as required.
- Enforces regulations as required.
- Assists the Municipality in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- Prepares and submits reports or correspondence for the manager.
- Performs other related duties as required.

Qualifications

- BOABC Building Level I qualified and Plumbing Level I qualified.
- Diploma from a technical college or university in engineering or architecture.

- Three years of directly related experience with codes and standards in building design, preparation of construction documents and construction inspections, including plumbing systems.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.

Physical Requirements

Sufficient health, physical conditioning, strength, stamina and coordination to permit performance of work.

Working Conditions

Works in an office environment and does field inspections.